

The Center for Independence of the Disabled in New York (CIDNY) is the leading organization serving and representing people with disabilities in New York City. CIDNY's mission is the removal of barriers to full integration of people with disabilities. CIDNY helps people with disabilities to gain the skills and obtain the services they need to live independently in the community and advocates for fair and effective policies that improve the quality of life for people with disabilities. CIDNY is an Equal Opportunity Employer.

Summary: The Housing Specialist will report to the Director of Services and will work collaboratively with the Rapid Transition Housing Program (RHTP) Independent Living Specialist, as well as other programs at CIDNY. The Housing Specialist's key role is to assist individuals with disabilities find affordable, accessible, and adequate housing so that they can live independently in their communities

Reports to: Director of Services (Queens)

Location: CIDNY-Queens

Job Duties:

- Identify independent housing opportunities for unstably housed individuals who are either in an inpatient setting or unstably housed in the community.
- Assist eligible participants through all steps necessary for enrollment and admission to the program, including: acquiring eligibility documentation, filling out housing applications, obtaining household goods and/or support for moving expenses, completing unit inspections, etc.
- Collaborate with applicants and/or his/her Independent Living Specialist, Transition Specialist, Service Coordinator (SC), Nursing Home Discharge Planner, Care Manager (CM), natural support, or advocate ensuring a support services plan is in place for program enrollment.
- Conduct follow-up after subsidy is initiated including but not limited to verifying occupancy of unit, continued eligibility for program, and assist in completing energy assistance applications.
- Work to identify landlords, public housing, and private housing in the region which may be suitable for individuals enrolled in the program in the future.
- Maintain a list of available housing search sources, landlords, management companies, etc. including information on accessibility, location, proximity to services, and rental costs.
- Attend trainings and perform other duties as requested by the Program Director or the Chief Executive Officer.
- Track and report on all activities using the statewide project database.

Qualifications:

- Minimum of a Bachelor's degree or an equivalent combination of education and experience to successfully perform the essential duties of the position may be substituted.
- Professional experience in housing, community organizing, independent living, long term care, and/or disability rights strongly preferred.
- Knowledge of state and local housing policies, practices, laws and issues impacting seniors and people with disabilities preferred.
- Willingness and ability to readily respond to changing circumstances and expectations.
- Personal experience with disability a plus.
- Ability to travel across all 5 boroughs.
- Excellent communication skills and the ability to work as part of a team.

We conform to all laws, statutes, and regulations concerning equal employment opportunities and affirmative action. We strongly encourage women, minorities, individuals with disabilities and veterans to apply to all of our job openings. We are an equal opportunity employer and all qualified applicants will receive consideration for employment without regard to race, color, religion, gender, national origin, disability status, genetic information and testing, family and medical leave, sexual orientation and gender identity or expression, protected veteran status, or any other characteristic protected by law. We prohibit retaliation against individuals who bring forth any complaint, orally or in writing, to the employer or the government, or against any individuals who assist or participate in the investigation of any complaint or otherwise oppose discrimination.

HOW TO APPLY

How to apply:

Please send a thoughtful cover letter and resume to Don Rickenbaugh, Director of Services (Queens), drickenbaugh@cidny.org. Do not send by fax.

Please use the job title as email header. NO PHONE CALLS PLEASE.